

J. DOUGLAS GALYON DEPOT

BASE RENTAL FEES

	<u>UP TO 125 GUEST</u>	<u>OVER 125</u>
FRIDAY OR SATURDAY, 10:00 AM – 1:00 AM	\$ 500.00	\$600.00
SUNDAY, 10:00 AM TO MIDNIGHT	\$ 400.00	\$500.00
MONDAY through THURSDAY		
Full Use, 7:00 AM to Midnight	\$ 400.00	\$500.00
Day Use, 7:00 AM to 4:00 PM	\$ 250.00	\$350.00
Evening Use, 4:00 PM to Midnight	\$ 250.00	\$350.00
Hourly use—3 hour minimum	\$ 35.00 per hr	\$ 50.00

All events must be concluded and the facility vacated by the contracted time limit. If an event exceeds the contracted time limits, there will be an additional charge of \$100.00 per hour or fraction thereof, plus staff fees for the additional time.

ADDITIONAL FEES AS APPLICABLE:

Each rental INCLUDES two (2) hours of advance access for viewing, deliveries or setup and two (2) hours for breakdown and cleanup.

Staff fees will be charged for each additional hour the facility is open for planning, setup activities, monitoring during the event, clean up, deliveries and pickup of supplies and equipment.

Event Staff	\$15.00 per hour, minimum of two (2) hours
Security	\$15.00 per hour, per officer. Number and need would be determined by the event manager.
Custodial Fee	\$100.00. Custodial staff will clean floors, restrooms and parking lot surrounding the building.
Setup/Breakdown Fee	\$125.00 If caterer is not setting up tables and chairs then Depot staff will setup per submitted diagram.

Rental rates and fees are subject to change at anytime until Lease is executed and all deposits are paid.

The facility may be shown between the hours of 8:00 AM and 5:00 PM Monday thru Friday.
 Appointments may be made by contacting the Facility Event Coordinator at (336) 373-2712